

## NEW MEXICO TITLE TRANSFER REQUEST – Drop Off at Office

Title drop off process is not available if the vehicle does not have a current New Mexico Title

Full Name of Buyer(s): \_\_\_\_\_

If more than one buyer, will the names be separated by 'OR' or 'AND' (Circle One). Please ask staff member for clarification if needed at the time of drop off.

Current Mailing Address of Primary buyer: (Title, plate, and registration will be mailed to address listed here)

Current Physical Address if different from mailing:

Vehicle Color: \_\_\_\_\_

Current Email Address: \_\_\_\_\_

(Email is **mandatory** as all notifications and updates will strictly be via email)

Primary Buyer's Phone Number: \_\_\_\_\_

Please place check mark next to plate color of your choice:

Request for plate type other than what is listed will not qualify for title drop off.

Yellow ☐ Turquoise ☐ Chile ☐

**Note:** Customers requesting a regular plate can order a specialty plate later at MVDonline.com.

Please place check mark next to the number of years you would like your registration:

1-year registration ☐ 2-year registration ☐

Please make sure ALL these documents are included in the packet:

- Copy of New Mexico Credential (DL or ID) of ALL listed buyers  
Note: if you have an out-of-state DL or ID, you will need 2 Proofs of Residency
- Copy of Current Insurance for the vehicle that will be valid until at least 1 – week from Drop Off
- Original New Mexico Title

If Applicable:

- Emissions test if you live/work in Bernalillo (Vehicles 4 years or older from date of manufacture)
- Bill of Sale
- Notarized Affidavit of Gift
- Lien holder name, address, and maturity date
- Purchase Order if purchased from a dealer

Please make a **Title Drop Off Appointment** at your local field office.

Please bring this form completed and all the documents listed above at your designated appointment date and time. Processing can take up to 1 week. Once processed, you will receive an email requesting payment.